

**Tasks and Staffing Associated with
Typical LDC Referrals and Assignments**

Typical LDC Referral	Staffing Level	Estimated Hours	Estimated Time Frame
Issue Research/Review/Analysis (including meetings with staff and interested parties)	Assistant	80	4 -6 weeks
	Senior	40	
Alternatives Analysis	Assistant	40	2 -3 weeks
	Senior	20	
CMT Alternatives and Language Preparation	Assistant	40	2 -4 weeks
	Senior	20	
CMT Meetings	Clerical (prep work)	2	Meets once a month
	Assistant	2	
	Senior	2	
	Management	2	
Revisions, based on input	Assistant	20	2 - 3 weeks
	Senior	20	
Environmental Review and Document Preparation	Assistant	40	1 -2 months
	Senior	20	
CPC Distribution/Input/Meeting	Clerical	4	Meets once a month
	Assistant	4	
	Senior	2	
	Management	2	
Community Planning Group Meetings (if issues requires specific community input)	Assistant	4	Meets once a month
	Senior	4	
Preparation of Planning Commission Report	Assistant	16	2 -3 weeks
	Senior	8	
Attend Planning Commission Hearing	Assistant	2	½ - 1 day
	Senior	2	
	Management	2	
Response to PC Comments and Preparation of LU&H Report	Assistant	16	2 -4 weeks
	Senior	8	
Attend LU&H Committee Meeting	Assistant	2	½ - 1 day
	Senior	2	
	Management	2	
Response to Comments, Preparation of Manager's Report, 1472 Process	Assistant	20	2 -4 weeks
	Senior	20	
Attend City Council Hearing	Assistant	2	½ - 1 day
	Senior	2	
	Management	2	
Prepare and Submit Update to Coastal Commission for Local Coastal Program Amendments	Assistant	16	1 - 2 weeks
	Senior	8	
Coastal Commission Meetings with Coastal Staff	Assistant	4	1 -3 weeks
	Senior	4	
	Management	2	
Attend Coastal Commission Hearing(s)	Assistant	8	2 -4 months
	Senior	8	
	Management	8	
Totals		532	43-138 weeks

Tasks and Staffing Associated with PDO Updates

PDO Update Work Program Tasks	Staffing Level	Estimated Hours	Estimated Time Frame
Existing PDO Review	Assistant Senior	80 40	3 -4 weeks
Community Workshops (6-12 meetings @ 3 hours)	Assistant Senior	36 36	6 - 12 months
Develop Issues Matrix	Assistant Senior	40 10	3 -4 weeks
Develop and Evaluate PDO Policy Alternatives	Senior Manager/ Steering Committee	20-40 2-4	3 -4 weeks
Develop PDO Framework (how much of LDC is referenced vs. unique regulations)	Assistant Senior	16 8	1 -2 weeks
Develop Draft PDO	Clerical Assistant Senior	40 80 40	2 -4 weeks
Develop Zoning Maps	Assistant Senior	40 20	3 -4 weeks
Environmental Review and Document Preparation	Assistant Senior	40 20	1 -2 months
Internal Review of Draft PDOs (outside of work program)	Assistant Senior	16 8	3 -4 weeks
Prepare Draft PDOs for Public Review	Assistant Senior	80 40	2 -4 weeks
Distribute Draft PDOs for Public Review	Clerical Assistant	4 4	1 month
Attend Community Meetings to Discuss Comments on Draft PDOs (2 meetings @ 3 hours)	Assistant Senior	6 6	1 -2 months
Prepare Response to Comments	Assistant Senior	80 40	1 -2 weeks
Develop and Present Workshop for Planning Commission	Assistant Senior	40 20	1 -2 weeks
Prepare Final Draft of PDO Documents	Assistant Senior	80 40	2 -3 weeks

Attachment No. 1

PDO Update Work Program Tasks	Staffing Level	Estimated Hours	Estimated Time Frame
Attend Planning Commission Hearing	Assistant Senior Management	2 2 2	½ - 1 day
Attend LU&H Committee Meeting	Assistant Senior Management	2 2 2	½ - 1 day
Response to Comments, Preparation of Manager's Report, 1472 Process	Assistant Senior	20 20	2 -4 weeks
Attend City Council Hearing	Assistant Senior Management	2 2 2	½ - 1 day
Prepare and Submit PDOs to Coastal Commission for Local Coastal Program Amendments	Assistant Senior	16 8	1 -2 weeks
Meet with Coastal Commission Staff	Assistant Senior Management	4 4 2	3 - 4 weeks
Attend Coastal Commission Hearing(s)	Assistant Senior Management	8 8 8	2 -4 months
Totals		1,194	70-177 weeks